



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***JANUARY 5, 2004
9:00 A.M.***

***EMERGENCY OPERATIONS CENTER
CONFERENCE ROOM***

AGENDA

Call to Order--Roll Call.

A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council; and to interview applicants for one vacancy on the Roanoke City School Board, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

P 11

(To be held at 9:00 a.m., in the Council's Conference Room)

A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

P 12

A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

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Items listed on the 2:00 p.m. Council docket requiring discussion/clarification; and additions/deletions to the 2:00 p.m. docket.

Topics for discussion by the Mayor and Members of Council.

- VML Legislative Day Regional Dinner

THE COUNCIL MEETING WILL BE DECLARED IN RECESS TO BE RECONVENED AT 12:00 NOON, IN ROOM 159, FOR A JOINT MEETING OF COUNCIL AND THE ROANOKE CITY SCHOOL BOARD.



***JOINT MEETING OF CITY COUNCIL
AND THE ROANOKE CITY SCHOOL BOARD***

***JANUARY 5, 2004
12:00 NOON***

***EMERGENCY OPERATIONS CENTER
CONFERENCE ROOM***

AGENDA

- 1. Call to Order and Roll Call by the Roanoke City School Board.**
- 2. Opening remarks. Mayor Smith/Chairman Manns.**
- 3. Discussion with regard to the following items:**
 - a. New City Stadium**
 - Proposed artificial surface and maintenance
 - Request from the City for \$200,000.00 from the School Board
 - Lease arrangements
 - Usage fees
 - b. Enhanced Council/School Board Relationships**

4. Closing Remarks.

THE COUNCIL MEETING WILL BE DECLARED IN RECESS TO BE RECONVENED AT 2:00 P.M., IN THE CITY COUNCIL CHAMBER, FOURTH FLOOR, NOEL C. TAYLOR MUNICIPAL BUILDING.



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***JANUARY 5, 2004
2:00 P.M.***

CITY COUNCIL CHAMBER

AGENDA

1. Call to Order--Roll Call.

The Invocation will be delivered by The Reverend Monsignor Thomas G. Miller, Pastor, St. Andrews Catholic Church.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

Welcome. Mayor Smith.

NOTICE:

Meetings of Roanoke City Council are televised live on RVTv Channel 3. Today's meeting will be replayed on Channel 3 on Thursday, January 8, 2004, at 7:00 p.m., and Saturday, January 10, 2004, at 4:00 p.m. Council meetings are now being offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS:

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM. CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541, OR ACCESS THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, TO OBTAIN AN APPLICATION.

2. PRESENTATIONS AND ACKNOWLEDGMENTS:

A Resolution recognizing the service of the Honorable A. Victor Thomas, Member, Virginia House of Delegates.

R 14

A Resolution recognizing the service of the Honorable Clifton A. Woodrum, III, Member, Virginia House of Delegates.

R 17

A Resolution recognizing the accomplishments of the William Fleming High School Football Team.

R 20

3. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

C-1 Minutes of the meetings of the Greater Roanoke Transit Company Audit Committee and the Roanoke City Audit Committee held on Monday, December 15, 2003.

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RECOMMENDED ACTION: Receive and file.

C-2 Qualification of the following persons:

Evelyn W. Powers as Treasurer of the City of Roanoke, Virginia, for a term commencing January 1, 2004, and ending December 31, 2005; and

Brenda S. Hamilton as Clerk of the Circuit Court of the City of Roanoke, Virginia, for a term of eight years, commencing January 1, 2004.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

4. PUBLIC HEARINGS: NONE.

5. PETITIONS AND COMMUNICATIONS:

- a. Request to address Council regarding the Roanoke City Public School System. Hallie A. Carr, Principal, William Fleming High School. (Sponsored by Vice-Mayor C. Nelson Harris and Council Member Alfred T. Dowe, Jr.) P 28
- b. Request to report on the Roanoke Teen Pregnancy Prevention Project. Maureen Collins, Coordinator. (Sponsored by the City Manager.) P 30

6. REPORTS OF OFFICERS:

a. CITY MANAGER:

BRIEFINGS:

- 1. Accomplishments of 2003. (30 minutes) P 31

ITEMS RECOMMENDED FOR ACTION:

- 2. Appropriation of funds from the sale of surplus property and insurance recoveries. P 32;
B/O 35
- 3. Amendments to the Five-Year Consolidated Plan for Fiscal Year 2003-04; and appropriation of funds. P 36;
B/O 39;
R 40
- 4. Amendment of the City Code to allow for discharge of a firearm for the purpose of culling the antlered deer population. P 42;
O 44

b. DIRECTOR OF FINANCE:

- 1. Financial Report for the month of November 2003. P 45

2. Appropriation and transfer of funds with regard to self-insured liabilities.

P 55;
B/O 56

7. REPORTS OF COMMITTEES: NONE.

8. UNFINISHED BUSINESS: NONE.

9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

- a. A Resolution expressing the desire of the City of Roanoke to host the Annual Meeting of the Virginia Municipal League in the year 2009.

R 57

10. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor, Vice-Mayor and Members of City Council.
- b. Vacancies on certain authorities, boards, commissions and committees appointed by Council.

11. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

12. CITY MANAGER COMMENTS:

CERTIFICATION OF CLOSED SESSION.

***MOTION AND CERTIFICATION
WITH RESPECT TO
CLOSED MEETING***

FORM OF MOTION:

I move, with respect to any Closed Meeting just concluded, that each member of City Council in attendance certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by the members of Council in attendance.

PLEASE NOTE:

- 1. The forgoing motion shall be made in open session at the conclusion of each Closed Meeting.**
- 2. Roll call vote included in Council's minutes is required.**
- 3. Any member who believes there was a departure from the requirements of subdivisions (1) and (2) of the motion shall state prior to the vote the substance of the departure that, in his or her judgement, has taken place. The statement shall be recorded in the minutes of City Council.**



RALPH K. SMITH
Mayor

CITY OF ROANOKE
OFFICE OF THE MAYOR

215 CHURCH AVENUE, S.W., ROOM 452
ROANOKE, VIRGINIA 24011-1594
TELEPHONE: (540) 853-2444
FAX: (540) 853-1145

January 5, 2004

The Honorable Vice-Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

This is to request a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council; and to interview applicants for one vacancy on the Roanoke City School Board, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ralph K. Smith", is written over a light, circular embossed or stamped area.

Ralph K. Smith
Mayor

RKS:snh



Office of the City Manager
Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011
540-853-2333 fax: 540-853-1138

January 5, 2004

The Honorable Mayor and Members
of City Council
Roanoke, Virginia

Subject: Request for closed meeting

Dear Mayor Smith and Council Members:

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711(A)(3), Code of Virginia (1950), as amended.

Sincerely,

Darlene L. Burcham
City Manager

DLB/f

c: William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Mary F. Parker, City Clerk



Office of the City Manager

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011
540-853-2333 fax: 540-853-1138

January 5, 2004

The Honorable Mayor and Members
of City Council
Roanoke, Virginia

Subject: Request for closed meeting

Dear Mayor Smith and Council Members:

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711(A)(3), Code of Virginia (1950), as amended.

Sincerely,

Darlene L. Burcham
City Manager

DLB/f

c: William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Mary F. Parker, City Clerk

W448

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION paying tribute to A. Victor Thomas, a member of the Virginia House of Delegates, and expressing to him the appreciation of this City and its people for his exemplary public service.

WHEREAS, Mr. Thomas has represented the 17th District, which includes the counties of Botetourt and Roanoke, and the City of Roanoke, in the Virginia House of Delegates since his election in 1973, having been re-elected fifteen times;

WHEREAS, Mr. Thomas will complete his present term in the House of Delegates effective January 13, 2004, and will retire as the senior Democrat in the House, and the third-most senior Delegate overall;

WHEREAS, Mr. Thomas is a native of Roanoke and graduated from Jefferson High School;

WHEREAS, during his service with the United States Army from 1947-1948, Mr. Thomas was assigned to the Panama Canal Zone;

WHEREAS, Mr. Thomas was owner and operator with his wife and children of E.J. Thomas Market on Orange Avenue in Roanoke for 52 years, the Market having been founded by his father;

WHEREAS, Mr. Thomas has been active in the Roanoke community through St. Andrews Catholic Church, the Roanoke Regional Chamber of Commerce, the Civitan Club, the American Legion, and Woodmen of the World;

WHEREAS, Mr. Thomas has been a strong supporter of Roanoke area institutions, including the Roanoke Valley Graduate Center and the Roanoke Higher Education Center, Center in the Square and its museums, Virginia Transportation Museum, Mill Mountain Zoo, Roanoke Valley Greenway, Catawba Hospital and mental health programs, and TAP and related organizations, such as the Virginia Water Project and Project Discovery;

WHEREAS, Mr. Thomas has been a strong supporter of the outdoors, of wildlife, of hunters and fishermen, and of the Department of Game and Inland Fisheries, and helped make Tinker Creek the first stocked urban trout stream in Virginia; and

WHEREAS, as a Delegate, Mr. Thomas has served on the Conservation and Natural Resources Committee (chair 1980-2001), Militia and Police Committee, the Appropriations Committee, the Rules Committee, the Privileges and Elections Committee, and served as House Conferee the last two years;

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. City Council adopts this means of recognizing and commending the many years of exemplary service rendered to the City of Roanoke and its people by A. Victor Thomas.

2. The City Clerk is directed to transmit an attested copy of this resolution to Mr. Thomas.

ATTEST:

City Clerk.

61111

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION paying tribute to Clifton A. "Chip" Woodrum, III, a member of the Virginia House of Delegates, and expressing to him the appreciation of this City and its people for his exemplary public service.

WHEREAS, Mr. Woodrum has represented the 11th District, which includes parts of the County of Roanoke and parts of the City of Roanoke, in the Virginia House of Delegates since his election in 1980;

WHEREAS, Mr. Woodrum will complete his present term as Delegate effective January 13, 2004;

WHEREAS, Mr. Woodrum graduated from the University of North Carolina at Chapel Hill (A.B., 1961) and the University of Virginia (LLB, 1964);

WHEREAS, Mr. Woodrum practiced law at Dodson, Pence and Coulter in Roanoke from 1964-1998;

WHEREAS, Mr. Woodrum established his own firm, Clifton A. Woodrum Attorney at Law, in 1998;

WHEREAS, Mr. Woodrum has been active in the Roanoke community through St. John's Episcopal Church, Roanoke College Community Advisory Committee, Roanoke City Young Democratic Club, Roanoke Chamber of Commerce, and United Way;

WHEREAS, Mr. Woodrum has been active in professional organizations including the Roanoke Bar Association, the Legal Aid Society of the Roanoke Valley, the Virginia Bar Association, and the Virginia Democratic Committee;

WHEREAS, as a Delegate, Mr. Woodrum has served on the Virginia State Crime Commission (1982-2000, chair from 1995-1998); the Virginia Water Commission (1981-2000); the Committee on District Courts (1991-1996); the Commission on Educational Infrastructure (1997-2000); the Commission on Freedom of Information (1998-2000, chair 1998); the Electric Utility Deregulation Study Committee (1996-1999, vice chair 1996-1999, chair 1999); the Legislative Transition Taskforce (Electric Utility Deregulation) (1999-2003, vice chair); the Freedom of Information Advisory Council (2000-2002, chair 2000); and on the General Laws, Commerce and Labor, and Privileges and Elections House Committees;

WHEREAS, among the recognition he has received for outstanding service, Mr. Woodrum was selected for the 1982 Distinguished Service Award by the Virginia Association of Community Action Agencies; as 1985 Legislator of the Year by the Association of Retarded Citizens and by the Virginia Young Democrats; for the 1987 Award for Service to Education by the Virginia School Boards Association; as the 1992 Outstanding Legislator by the Virginia Sheriff's Association; for the 1994 Award for Contribution to Law Enforcement by the Virginia Chiefs of Police; for the 1996 Head Start Parents Award; for the 1997 Child Advocates Award by the Virginia Chapter of the American Academy of Pediatrics; for the 1999 and 2003 Freedom of Information Awards by the Virginia Coalition for Open Government; for the 1999 Outstanding Legislator Award by the Virginia Association of Chiefs of Police; for the 2000 Sunshine Award by

the Society of Professional Journalists; and for the 2000 Service to the Commonwealth Award by the Common Cause of Virginia;

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. City Council adopts this means of recognizing and commending the many years of service rendered to the City of Roanoke and its people by Clifton A. "Chip" Woodrum, III.

2. The City Clerk is directed to transmit an attested copy of this resolution to Mr. Woodrum.

ATTEST:

City Clerk.

WMH

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION paying tribute to the William Fleming High School Football Team for its participation in the 2003 VHSL Group AA Division 4 Football Championship.

WHEREAS, William Fleming High School Colonels had a record of 11-3 in their 2003 football season;

WHEREAS, after winning the Blue Ridge District Championship, the Virginia High School League Region 3 Semi-Finals by defeating Blacksburg High School of Blacksburg, Virginia 6-0, the Region 3 Championship by defeating Liberty High School of Bedford, Virginia 13-0, and the State Semi-Finals Championship by defeating Magna Vista High School of Henry County, Virginia 13-8, the Colonels won the privilege of competing in the 2003 VHSL Group AA Division 4 Championship game;

WHEREAS, under the leadership of Coach Keith Smith, the Colonels played against the undefeated Powhatan Indians for the VHSL Group AA Division 4 Title at Liberty University on Saturday, December 13, 2003;

WHEREAS, the team members represented Roanoke with the highest level of performance, sportsmanship, and pride in adverse weather conditions against a worthy opponent and played to the best of their abilities in being defeated 6-0.

THEREFORE, BE IT RESOLVED by Council of the City of Roanoke that:

1. Council adopts this resolution as a means of recognizing and commending the William Fleming High School Colonels for their outstanding efforts in the 2003 VHSL Group AA Division 4 Football Championship.

2. The City Clerk is directed to forward an attested copy of this resolution to the Colonels' coach, Keith Smith.

ATTEST:

City Clerk.

MINUTES OF GREATER ROANOKE TRANSIT COMPANY AUDIT COMMITTEE**December 15, 2003****1. CALL TO ORDER:**

The meeting of the Greater Roanoke Transit Company Audit Committee was called to order at 4:00 p.m. on Monday, December 15, 2003, with Chair, Linda F. Wyatt, presiding.

- **The roll was called by Mrs. Powers**

Audit Committee

Members Present: Linda F. Wyatt, Chair
Mayor Ralph K. Smith
William D. Bestpitch
Dr. M. Rubert Cutler
Alfred T. Dowe, Jr.
C. Nelson Harris
Beverly T. Fitzpatrick, Jr.

Others Present: Drew Harmon, Municipal Auditor
Darlene L. Burcham, City Manager
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Mike Tuck, Assistant Municipal Auditor
Pamela Mosdell, Information Systems Auditor
Brian Garber, Senior Auditor
Evelyn Powers, Administrative Assistant
R. Timothy Conner, Partner, KPMG LLP
R. James Barker, Manager, KPMG LLP

2. FINANCIAL AUDITS – KPMG REPORTS:

- A. GRTC – Transit Operations Financial Statements – 6/30/03 and 2002
- B. GRTC – Report to Board of Directors – 6/30/03

Mrs. Wyatt ordered that the KPMG audit reports be received and filed. There was no objection to the order. Mrs. Wyatt recognized Mr. Harmon for comments. Mr. Harmon introduced Mr. Conner and Mr. Barker from KPMG for comments. Mr. Conner briefed the Committee and stated that the reports were unqualified opinions. There were no material concerns. There were no questions or comments from the Committee.

3. UNFINISHED BUSINESS:

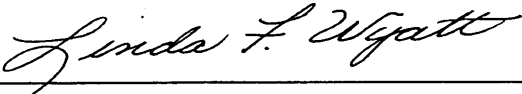
There was no unfinished business to come before the Committee.

4. NEW BUSINESS:

There was no new business to come before the Committee.

5. ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:04 p.m.

A handwritten signature in cursive script, reading "Linda F. Wyatt", is positioned above a horizontal line.

Linda F. Wyatt, Chair

MINUTES OF ROANOKE CITY AUDIT COMMITTEE

December 15, 2003

1. CALL TO ORDER:

The meeting of the Roanoke City Audit Committee was called to order at 4:05 p.m. on Monday, December 15, 2003, with Chair, Linda F. Wyatt, presiding.

- **The roll was called by Mrs. Powers**

Audit Committee

Members Present: Linda F. Wyatt, Chair
Mayor Ralph K. Smith
William D. Bestpitch
Dr. M. Rubert Cutler
Alfred T. Dowe, Jr.
C. Nelson Harris
Beverly T. Fitzpatrick, Jr,

Others Present: Drew Harmon, Municipal Auditor
Darlene L. Burcham, City Manager
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Mike Tuck, Assistant Municipal Auditor
Pamela Mosdell, Information Systems Auditor
Brian Garber, Senior Auditor
Evelyn Powers, Administrative Assistant
R. Timothy Conner, Partner, KPMG LLP
R. James Barker, Manager, KPMG LLP

2. FINANCIAL KPMG AUDIT REPORTS – JUNE 30, 2003:

- A. City of Roanoke Letter of Recommendations on Procedures and Controls
- B. City of Roanoke Report to the Audit Committee
- C. City of Roanoke Pension Plan Report to the Board of Trustees
- D. City of Roanoke Report of Agreed-Upon Procedures for Enhanced E-911 Service Taxes

Mrs. Wyatt ordered that the KPMG audit reports be received and filed. There were no objections from the Committee. Mrs. Wyatt recognized Mr. Harmon for comments. Mr. Harmon introduced Mr. Conner from KPMG for comments. Mr. Conner briefed the Committee on the audit reports issued and stated that the reports were clean unqualified opinions. There were no material weaknesses with internal controls. Mr. Hall stated that he appreciated KPMG for their work. There were no questions or comments from the Committee.

3. INTERNAL AUDIT REPORTS:

- A. Police Cash Funds
- A. Accela
- B. Civic Center – Housekeeping
- C. Audit Findings Follow-Up

Mrs. Wyatt recognized Mr. Harmon for comments. Mr. Harmon briefed the Committee on the Police Cash Funds audit and stated that the audit was an unqualified opinion on cash funds, and there were no material misstatements. Mr. Harmon stated that there was only one finding with one of the fees. Mr. Fitzpatrick asked if the problem with precious metals applications dealt with pawn shops. Mr. Harmon stated that is correct. The report was received and filed.

Mr. Harmon briefed the Committee on the Accela audit report. Mr. Harmon stated that the Accela system was fully implemented in July 2001. Mr. Harmon stated that controls over data entry and security access were evaluated to be satisfactory. Basic and comprehensive development plans were reviewed and approved in compliance with City Code. Fees assessed in the system were consistent with approved fees in the City's Fee Compendium, and collections by the Treasurer were accurately posted into the Accela system. Mr. Harmon stated that the system was well controlled. There was one finding with credit card numbers that were accessible to certain City employees. There were no questions or comments from the Committee. The report was received and filed.

Mr. Harmon briefed the Committee on the Civic Center – Housekeeping audit report. Mr. Harmon stated that the Civic Center Housekeeping audit was not a scheduled audit; it was one that we undertook based on allegations that there were some problems with contract labor. Mr. Harmon stated that we did confirm the allegations and we provided the information to the administration. Mr. Harmon stated that audit and the administration acted very quickly to take care of this situation and that charges had been filed. The trial has not been held to date. Mr. Bestpitch asked if there was a sense of time as to how long this problem had been going on. Mr. Harmon stated that in this case we do know the time frame based on when the changes to the systems took place. The City went from a contracted service through EPI to hiring people internally part-time in September. Ms. Burcham stated that a year ago, we had some very specific problems that were identified where we did not have a proper contract in place. She stated that we worked very quickly to correct the problem and bring the activity in house. In the process of this investigation, we have determined some places where we should have tightened-up procedures a bit more. Ms. Burcham stated that very clearly we can tell exactly when this particular problem had its genesis and how to address it. Ms. Burcham stated that we did go through the proper contractual procedures with Labor Ready, but we did have some problems with internal staff that contributed to the particular issue. Mr. Bestpitch stated that from his understanding, the problem was identified pretty quickly. Ms. Burcham stated that she thinks the staff knows that management is serious about dealing with these kinds of problems and came forward

and gave us some facts. Mr. Harris asked about the part-time employees who were involved. Ms. Burcham stated that the employees were Labor Ready and they were no longer employed at the City. Mr. Harris stated that he sees internal audit as a good thing because of the good that comes from the work performed. There were no further questions or comments. The report was received and filed.

Mr. Harmon briefed the Committee on the Audit Findings Follow-Up audit report. Mr. Harmon stated that this report was very positive for the City. In years prior to Ms. Burcham's appointment, we often had more outstanding findings carried over than cleared. Mr. Fitzpatrick stated that he wanted to thank Mr. Harmon, his staff and KPMG for making sure that the public's money is being adequately taken care of. Mr. Bestpitch asked if the problem with Fire/EMS inspections is that the inspections are not being done as they should be, or are they just not getting recorded. Mr. Harmon stated the inspections are not being performed. Mr. Harmon stated that we are not organized in such a way to ensure that we get to all locations on as frequent a basis as we would like. Mr. Bestpitch asked if the remedy was a better system to track when the inspections should be done. Mr. Harmon stated that a computer system that can prompt proper scheduling should correct the problem. Ms. Burcham stated that the Fire/EMS inspections have actually increased, but the question is whether or not they are inspecting the right things at the right time. The volumes are up so we really do need a computerized system to help ensure inspections are performed at the proper intervals. Mr. Bestpitch asked when we expect the process of implementing the new system will be completed. Mr. Garber stated that they have the software and that they are working on implementing the new system. Mr. Bestpitch stated that this is a serious issue and that he is concerned because it can be life threatening if fire inspections are not getting done. Mr. Bestpitch stated that the best system in the world is not going to go out and do the inspections. Mr. Bestpitch stated that if we needed more resources to go out and do the inspections, then we need to hire staff to get the inspections done. Ms. Burcham stated that the issue is not that inspections are not getting done because inspections are up. Ms. Burcham stated that she will get an implementation date and report back to the Committee. Mr. Bestpitch asked how the problem was going to be addressed at Parks and Recreation regarding part-time payroll. Mr. Garber stated that policies and procedures were in place. The problem was with one Supervisor not following policy. Mr. Garber stated that the problem has been corrected and that next year this issue should not appear in the report. Ms. Burcham stated that she and her administration take the audit function very serious and in fact have asked the audit department for assistance when additional resources have been needed to look at problems. Ms. Burcham stated that she believes that her staff understands the position she takes regarding audit recommendations. Four years ago when she became City Manager, there was a long list of audit findings that had not been addressed. Ms. Burcham stated that she made the explicit decision to try to address the entire list in one year and that significant progress has been made. Ms. Burcham stated that she wanted to personally thank Drew and his staff for the cooperation that she has experienced. She stated that she feels audit has a much better connotation in our organization because audit is seen as helpful and not hurtful.

4. NEW BUSINESS:

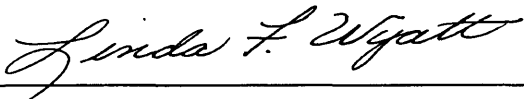
There was no new business.

5. OTHER BUSINESS:

Mr. Harmon stated that this was Evelyn's last Audit Committee meeting and that he and the audit staff would like to thank her for 22 years of dedicated service to the Audit department. The staff wishes her well in her new position as City Treasurer and looks forward to working with her in her new position.

6. ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:40 p.m.

A handwritten signature in cursive script, reading "Linda F. Wyatt", is written over a horizontal line.

Linda F. Wyatt, Chair



RALPH K. SMITH
Mayor

CITY OF ROANOKE

CITY COUNCIL

215 Church Avenue, S.W.
Noel C. Taylor Municipal Building, Room 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145

Council Members:
William D. Bestpitch
M. Rupert Cutler
Alfred T. Dowe, Jr.
Beverly T. Fitzpatrick, Jr.
C. Nelson Harris
Linda F. Wyatt

January 5, 2004

The Honorable Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

We jointly sponsor a request of Hallie A. Carr, Principal, William Fleming High School, to address Council regarding the Roanoke City Public School System at the regular meeting of City Council on Monday, January 5, 2003, at 2:00 p.m.

Sincerely,

C. Nelson Harris
Vice Mayor

Alfred T. Dowe, Jr.
Council Member

CNH:ATDjr:sm

pc: Darlene L. Burcham, City Manager

William Fleming High School

3649 Ferncliff Avenue, NW
Roanoke, VA 24017
(540) 853-2781

Hallie A. Carr, Principal

MEMO

TO: City Clerk

FROM: Hallie A. Carr *HAC*
Roanoke City Public Schools

DATE: December 18, 2003

RE:

Please accept our request to speak to City Council on Monday, January 5, 2004, to solicit support for our school system.



Office of the City Manager
Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011
540-853-2333 fax: 540-853-1138

January 5, 2004

The Honorable Mayor
and Members of City Council
Roanoke, Virginia

Dear Mayor and Members of Council:

I would like to sponsor a request from Maureen Collins, coordinator for the Roanoke Teen Pregnancy Prevention Project, in which she will be presenting to City Council the outline of programs and the effectiveness due to the funding and support provided by the City of Roanoke.

Respectfully submitted,

A handwritten signature in cursive script, reading "Darlene L. Burcham".

Darlene L. Burcham
City Manager

DLB:sm

c: City Attorney
Director of Finance
City Clerk



Office of the City Manager
Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011
540-853-2333 fax: 540-853-1138

January 5, 2004

Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Accomplishments of 2003

This is to request space on Council's regular agenda for a 30-minute briefing on the above referenced subject.

Respectfully submitted,

A handwritten signature in black ink that reads "Darlene L. Burcham". The signature is written in a cursive, flowing style.

Darlene L. Burcham
City Manager

DLB:sm

c: City Attorney
Director of Finance
City Clerk



Office of the City Manager
Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011
540-853-2333 fax: 540-853-1138

January 5, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable William H. Carder, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Appropriate additional revenues

Background:

Historically, proceeds from the sale of surplus Vehicles/Equipment have been budgeted and recorded in the General Fund. The FY04 adopted revenue estimate for the sale of fleet is \$100,000 within the General Fund.

Fleet Management has received approval from the City Manager to use Vehicle/Equipment Surplus proceeds to supplement the funding of replacement of aged vehicles and equipment. From July 2003 to date, \$153,132 has been collected in surplus revenue from the sale of vehicular equipment. For FY04, the projected revenue estimate for the sale of vehicle and equipment surplus is \$350,000. This revised revenue estimate needs to be established in the Fleet Management Fund.

Insurance proceeds are also received by the Fleet Management Fund when third parties are required to pay the City for vehicular accidents. The current year revenue estimate for such recoveries is \$7,000, but, based on historical performance and current year expectations, an estimate of \$70,000 is more likely. Funding from insurance recoveries is used to make vehicular repairs or replacements as considered necessary.

Mayor Smith and Members of City Council
January 5, 2004
Page 2

Recommended Action:

Increase the revenue estimates in the Fleet Management Fund for Sale of Surplus property by \$250,000 and insurance recoveries by \$63,000.

Appropriate funding of \$313,000 in the Fleet Management Fund to the Vehicular Equipment account.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darlene Burcham". The signature is fluid and cursive, with the first name "Darlene" and last name "Burcham" clearly distinguishable.

Darlene L. Burcham
City Manager

DLB:rdf

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance

INTERDEPARTMENTAL COMMUNICATION

Department of Fleet Management
"The Elite Fleet"



Date: 05/26/03

To: Darlene Burcham, City Manager

From: R. Darryl Frazier, Fleet Manager *R. Darryl Frazier*

Subject: Vehicular Disposal

Authority for the disposal of city vehicles and equipment is by letter from the City Manager to Purchasing. Recently, we received authority to dispose of several police sedans through competitive bid process. The result was that we were able to secure a selling price which netted the city twice the average amount previously received for these same type vehicles. We are now in the process of going to an internet based auction to dispose of city vehicles. As with the proceeds from the disposal of the police sedans, I request that all funds from vehicle/equipment disposals be returned to the vehicle/equipment CMERP account to be used to purchase replacement vehicles.

Your attention and kind consideration to this matter is greatly appreciated. If I can be of any additional assistance, please do not hesitate to let me know.

RDF/ddh

pc: Bob Bird, Acting Purchasing Manager
Elizabeth Dillon, Assistant City Attorney, III
Jeffrey Powell, Director General Services
Chip Snead, Assistant City Manager

*Approved
Elizabeth Dillon
7-1-03*

Building community and serving our customers with a commitment to our values
Honesty ☐ Respect ☐ Responsibility ☐ Teamwork

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE appropriating funds for vehicular equipment and revising the revenue estimates for sales of surplus vehicles and insurance recoveries, amending and reordaining certain sections of the 2003-2004 Fleet Management Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2003-2004 Fleet Management Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations		
Vehicular Equipment	017-440-2642-9010	313,000
Revenues		
Sale of Surplus Property	017-110-1234-0861	250,000
Insurance Recoveries	017-110-1234-0992	63,000

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



Office of the City Manager
 Noel C. Taylor Municipal Building
 215 Church Avenue, S.W., Room 364
 Roanoke, Virginia 24011
 540-853-2333 fax: 540-853-1138

January 5, 2004

Honorable Ralph K. Smith, Mayor
 Honorable C. Nelson Harris, Vice-Mayor
 Honorable William D. Bestpitch, Council Member
 Honorable M. Rupert Cutler, Council Member
 Honorable Alfred T. Dowe, Jr., Council Member
 Honorable Beverly T. Fitzpatrick, Jr., Council Member
 Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Amendment of the Consolidated
 Plan 2003/2004 Annual Update

Background:

In order to receive Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Shelter Grant (ESG) funding, the City of Roanoke must submit a five-year Consolidated Plan and Annual Updates to the U.S. Department of Housing and Urban Development (HUD). Substantial amendments to the plan must undergo a 30-day public review and comment period and be approved by City Council.

At this time, the City has available \$505,081 in unanticipated CDBG program income and \$90,728 in unexpended prior-year CDBG funds that may be used to undertake new activities or expand current activities. Much of the unanticipated program income results from a payment from the Hotel Roanoke, LLC (HRLLC) in excess of the amount budgeted. (The HRLLC pays the City annually as a result of the HUD Section 108 loan that contributed to renovating the hotel.) The City has identified seven activities of importance to the community, which are summarized on the attachment to this report, to use these funds. In order to implement these uses, each activity and its associated funding must be added to the current plan. Individually and collectively, the activities constitute a substantial amendment to the plan that must be approved by City Council prior to their implementation.


Considerations:

The 30-day public review and comment period was conducted from November 25 to December 26, 2003. No comments objecting to the intended amendments were received. Implementing the use of these funds during the current year will have the added benefit of assisting the City to maintain compliance with HUD's requirements concerning timely expenditures.

Recommended Actions:

1. Approve the amendments to the Consolidated Plan, as detailed in the attachment to this report.
2. Appropriate \$505,081 in excess program income to accounts designated by the Director of Finance and adjust revenue accounts accordingly.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB:feb

Attachment

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Sherman M. Stovall, Acting Director of Management & Budget
Frank E. Baratta, Budget Team Leader

CM03-00241

City of Roanoke, Virginia

Consolidated Plan

2003/2004 Annual Update

Amendments

January 5, 2004

1. NNEO Fifth Street Gateway Project – \$200,000 in 2003-2004 CDBG funds will be invested to assist the predevelopment and development of housing. Activities may include design and construction of multi-unit rental housing, including associated infrastructure.
2. Multi-Unit Affordable Rental Housing Project – \$100,000 in 2003-2004 CDBG funds will be invested to assist the predevelopment costs of a multi-unit rental housing for low- and moderate-income persons. The primary activities are anticipated to be planning and design.
3. Villa Heights Recreation Center – \$84,000 in 2003-2004 CDBG funds will be invested to assist the improvements needed for this community center. The primary activities are anticipated to involve the replacement of major systems and components of the facility.
4. Neighborhood Infrastructure Improvements -- \$82,309 03-2004 CDBG funds will be invested to assist with curb, gutter and sidewalks or other improvements in the Hurt Park or other low- and moderate-income neighborhoods of the City.
5. Gainsboro Historic Survey -- \$12,500 in 2003-2004 CDBG funds will be invested to assist with preparing a survey of structures as part of the effort to obtain historic designation for areas of this neighborhood.
6. Housing Strategy Development – The City will increase its investment of 2003-2004 CDBG funds from \$50,000 to \$87,000 to assist with the preparation of a housing strategy for the community, including identification of affordable, market-rate and upscale development opportunities.
7. World Changers 2004 -- \$80,000 in 2003-2004 CDBG funds will be invested to assist with the costs of limited rehabilitation for low- and moderate-income owner-occupied homes, including the use volunteer youth and adult workers organized by the North American Mission Board.

Total Funds to be Amended into the Plan: \$595,809.00 *

* Note: Of this amount, \$505,081 is to be appropriated from program income received in excess of the amount budgeted and \$90,728 is previously appropriated unprogrammed funds.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE appropriating funds for the Community Development Block Grant, amending and reordaining certain sections of the 2003-2004 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2003-2004 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations			
Unprogramed CDBG-Other	035-G03-0340-5189	\$	18,615
Unprogramed CDBG-Section 108 Loan	035-G04-0440-5188		486,466
Revenues			
Other Program Income-RRHA	035-G03-0300-2203		4,692
Demolition	035-G03-0300-2204		1,443
Home Ownership Assist-Atlantic	035-G03-0300-2222		9,552
Rental Rehab Repayment	035-G03-0300-2240		2,928
Hotel Roanoke Section 108 Loan Repayment	035-G04-0400-2434		486,466

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

551
12/19/03

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION approving certain amendments to the Five Year Consolidated Plan for FY 2003-2004.

WHEREAS, each year, the City receives Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and Emergency Shelter Grant (ESG) funding from the United States Department of Housing and Urban Development (“HUD”) for certain programs and activities;

WHEREAS, to receive such CDBG, HOME and ESG funding, the City must submit a Five Year Consolidated Plan (“Plan”) and Annual Updates to HUD;

WHEREAS, substantial amendments to the Plan must undergo a 30-day public review and comment period and be approved by City Council;

WHEREAS, unanticipated program income has been received as a result of a payment from the Hotel Roanoke, L.L.C., in excess of that which was budgeted, and funds exist from unexpended prior-year CDBG funds, which present an opportunity to assist a number of programs and activities of importance to the community; and

WHEREAS, in order to implement new programs and activities and to fund existing programs and activities from the excess income, the Five Year Consolidated Plan must be amended.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that the amendments to the Five Year Consolidated Plan as described in the City Manager’s letter

dated January 5, 2004, to this Council are approved.

ATTEST:

City Clerk.



Office of the City Manager
Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011
540-853-2333 fax: 540-853-1138

January 5, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr. Council Member
Honorable Beverly T. Fitzpatrick, Jr. Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Amendment to City Code
Section 21-80

Background:

The City's Deer Management Program was implemented on November 10, 2003 and will finish on March 1, 2004. The proposed outcome of this program was the elimination of between seventy-five (75) and two hundred (200) antler-less deer on City property. As stated earlier, the impact of deer overpopulation can become overwhelming if left unchecked. The city's antler-less deer population has been reduced by forty-nine (49) during the first nineteen (19) days of this program. Thus, the average antler-less deer kill is 2.6 deer per program night. The three (3) retired Roanoke Police Officers hired as "shooters" for this program report that it is not uncommon to see a herd of 5-10 deer each night and that the ratio of antlered (young male) deer to antler-less (female) deer appears to be 10:1. Killing antler-less deer is the first priority of this program. However, in order to achieve the desired impact in reducing and controlling the City's deer population, the killing of antlered deer needs to become part of this program to allow thinning the herds at a much higher rate.

Section 21-80 of the Code of the City of Roanoke (1979), as amended, states that "it shall be unlawful for any person to shoot any gun, pistol or any other firearm within the limits of the city, except in the case of urgent necessity. This section shall not apply to members of the city police, persons authorized by the city to cull antlerless deer under the conditions of the Urban Deer Management Program Permit (DPOP) granted to the city by the Virginia Department of Game and Inland Fisheries, members of the established armed forces and members of bona fide gun clubs, shooting on ranges approved by the city council and established in the city for their use, and persons shooting in licensed shooting galleries." There is no provision in Section 21-80 that

The Honorable Mayor and Members of City Council
January 5, 2004
Page 2


allows for the discharge of a firearm for the purpose of culling the antlered deer population.

The proposed amendment to Section 21-80 (attachment) states that "persons authorized by the city to cull antlerless deer under the conditions of the Urban Deer Management Program Permit (DPOPP) granted to the city by the Virginia Department of Game and Inland Fisheries" will be allowed to discharge a firearm within the limits of the city. The proposed amendment to Section 21-80 will enable the city to more fully implement its deer management plan.

Recommended Action:

City Council adopt an ordinance amending Section 21-80 of the City Code pertaining to the discharging of firearms.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB:fjd

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Rolanda B. Russell, Assistant City Manager
A. L. Gaskins, Chief of Police

CM03-0249

W44

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE amending and reordaining §21-80, Discharging firearms, Article III, Weapons, of Chapter 21, Offenses – Miscellaneous, of the Code of the City of Roanoke (1979), as amended, exempting persons authorized by the City to cull male deer from the application of §21-80; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Section 21-80. Discharging firearms.

(a) It shall be unlawful for any person to shoot any gun, pistol or any other firearm within the limits of the city, except in case of urgent necessity. This section shall not apply to members of the city police force, persons authorized by the city to cull ~~antlerless~~ deer under the conditions of the Urban Deer Management Program Permit (DPOP) granted to the city by the Virginia Department of Game and Inland Fisheries, members of the established armed forces and members of bona fide gun clubs, shooting on ranges approved by the city council and established in the city for their use, and persons shooting in licensed shooting galleries.

(b) A violation of this section shall constitute a Class 1 misdemeanor.

2. Pursuant to Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

Telephone: (540) 853-2821

Fax: (540) 853-6142

JESSE A. HALL

Director of Finance

email: jesse_hall@ci.roanoke.va.us

ANN H. SHAWVER

Deputy Director

email: ann_shawver@ci.roanoke.va.us

January 5, 2004

The Honorable Ralph K. Smith, Mayor
 The Honorable C. Nelson Harris, Vice Mayor
 The Honorable William D. Bestpitch, Council Member
 The Honorable M. Rupert Cutler, Council Member
 The Honorable Alfred T. Dowe, Jr., Council Member
 The Honorable Beverly T. Fitzpatrick, Jr., Council Member
 The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

SUBJECT: November Financial Report

This financial report covers the first five months of the 2003-2004 fiscal year. The following narrative discusses revenues and expenditures.

REVENUES

Effective with the 2003-2004 fiscal year, recovered costs are being reported as revenues rather than as reductions of department expenditures as in prior years. This change in reporting has the impact of increasing both revenues and expenditures as compared to the prior year. As of the end of November, approximately \$1.6 million in recovered costs had been received and was included in the Charges for Services revenue category. Adjusted for this change in reporting of recovered costs, General Fund revenues increased 5.9% compared to FY03. Other significant variances in specific categories of revenues are discussed in the following paragraphs.

General Property Taxes increased 5.8% or \$1,550,154 compared to FY03. Current real estate tax revenues led this increase with growth of 7.6%. New construction and the January 1, 2003 reassessment generated this growth, as budgeted. Increases in tax judgments and penalties and interest revenues contributed an additional \$69,889 in current year revenues.

The Local Tax category is a primary indicator of the health of our local economy. The category increased nearly 8% as compared to last year. Sales tax revenues led this growth, and they increased by 7% when adjusted for several one-time collections totaling approximately \$300,000 which resulted from sales tax audits conducted during the current year which revealed underpayment of prior years' sales taxes. The growth in the sales tax results from continued recovery in our economy as well as the fact that fall 2003 retail sales were adversely affected by the sniper shootings within Virginia which understandably kept shoppers at home. A comparison of year-to-date growth in local sales tax of surrounding localities reveals similar growth trends as those experienced here in Roanoke. Other local taxes with positive performance through November included the transient room and prepared food and beverage taxes with growth of 7% and 5%, respectively.

Permits and Fees grew by 29.8% or \$110,255 over FY03 due to growth in building, plumbing, and electrical fees. This growth was generated as a result of new construction and various expansions to existing companies.

Grants-in-Aid Commonwealth declined approximately 6% since last year. Decreases occurred in the state share of personal property tax, funding of the constitutional offices, reimbursements for comprehensive services act expenditures and the jail block grant. No growth is anticipated in the Grants-in-Aid Commonwealth category which has a current revenue estimate that is .8% lower than the FY03 revenue estimate.

Charges for Services have increased due to the aforementioned change in recording recovered costs as revenue in FY04. Additionally, EMS revenues have increased in the current year, as anticipated, in accordance with federally-permitted fees.

Miscellaneous Revenues grew by \$895,000 over FY03 due to the sales of property at the Roanoke Center for Industry and Technology and a small tract of land on Airport Road to the Federal Aviation Administration. Revenues from these land sales were recently appropriated to projects in the Capital Projects Fund including one project to further the development of infrastructure at RCIT.

Internal services declined approximately 22% due to a timing difference in billings to the Airport for Fire Safety services coupled with the fact that the City no longer bills RVDC for fiscal services (\$22,500 in FY03).

EXPENDITURES AND ENCUMBRANCES

A couple of key changes continue to impact the obligations of the City in the 2003-2004 fiscal year as noted in previous reports. First, the City granted a pay raise to active employees effective July 1, 2003, which averaged 2.85% City-wide. Secondly, the City's purchasing division created an initiative to assure that contractual commitments such as rents are encumbered via purchase order for the annual amount. This resulted in higher obligations in the current fiscal year compared to the prior fiscal year, but it represents a more realistic assessment of departmental obligations. Also, the changes to recording of recovered costs, discussed above, results in affected departmental obligations being greater than the prior year since the recovered costs are no longer deducted from obligations.

General fund expenditures and encumbrances have increased 9.9%. Adjusted for the change in recovered costs, this increase is 8.1%. Significant variances caused by fluctuations other than the change in accounting for recovered costs are discussed below.

Public Safety expenditures grew due to increases in personal services in the labor-intensive Police and Fire departments.

Health and Welfare expenditures increased 12.5% due to an overall rise in Social Services expenditures. Particularly, increases occurred in ADC-foster care and training, as well as adoption costs, when compared to the prior year. Subsidies paid to Total Action Against Poverty were up \$169,659 over FY03 due to timing differences in payments.

Parks, Recreation and Cultural expenditures increased as a result of an increase in Department of Technology billings which resulted from a change in the billing method.

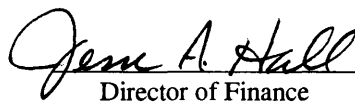
Community Development expenditures and obligations grew due to a budgeted increase in donations over to various local organizations funded by the City. Also contributing to the increase was a one-time expenditure for the Mill Mountain Zoo water line improvements and for the City's branding initiative.

The Transfer to Debt Service decreased as a result of debt service savings from the Series 2003 refunding issue. Additionally, the payments required on the 2002 Series issues are lower in the current year than in FY03.

The Transfer to School Capital Projects Fund resulted from an appropriation of fund balances relative to CMERP for a reserve for future school construction and renovation costs. There was no similar transfer in FY03.

Nondepartmental expenditures and obligations increased due to a transfer of \$2,845,800 to the Parking Fund to redeem the lease of the Century Station parking garage with the Housing Authority.

I would be pleased to answer questions City Council may have regarding the monthly financial statements.


Director of Finance

**CITY OF ROANOKE, VIRGINIA
GENERAL FUND**

STATEMENT OF REVENUE

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Nov 30 2002-2003	July 1 - Nov 30 2003-2004	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
General Property Taxes	\$ 26,537,875	\$ 28,088,029	5.84 %	\$ 83,500,217	33.64%
Other Local Taxes	14,078,598	15,162,066	7.70 %	60,866,657	24.91%
Permits, Fees and Licenses	370,757	481,012	29.74 %	907,302	53.02%
Fines and Forfeitures	524,315	557,361	6.30 %	1,296,130	43.00%
Revenue from Use of Money and Property	409,642	390,547	-4.66 %	1,093,091	35.73%
Grants-in-Aid Commonwealth	11,263,158	10,578,160	-6.08 %	45,940,204	23.03%
Grants-in-Aid Federal Government	-	113,552	100.00 %	34,300	331.06%
Charges for Services	1,280,404	3,090,712	141.39 %	8,469,262	36.49%
Miscellaneous Revenue	86,412	981,972	1,036.38 %	420,474	233.54%
Internal Services	360,497	280,453	-22.20 %	2,529,153	11.09%
Total	\$ 54,911,658	\$ 59,723,864	8.76 %	\$ 205,056,790	29.13%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Nov 30 2002-2003	July 1 - Nov 30 2003-2004	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
General Government	\$ 4,612,819	4,759,332	3.18 %	\$ 7,152,850	\$ 11,912,182	39.95%
Judicial Administration	2,550,446	2,481,002	-2.72 %	4,088,606	6,569,608	37.76%
Public Safety	18,552,813	22,380,892	20.63 %	27,694,444	50,075,336	44.69%
Public Works	11,368,774	11,770,531	3.53 %	13,341,771	25,112,302	46.87%
Health and Welfare	10,374,234	11,673,472	12.52 %	16,897,928	28,571,400	40.86%
Parks, Recreation and Cultural	2,007,429	2,399,527	19.53 %	3,083,684	5,483,211	43.76%
Community Development	2,401,817	2,908,605	21.10 %	3,211,360	6,119,965	47.53%
Transfer to Debt Service Fund	12,016,455	10,267,097	-14.56 %	4,725,735	14,992,832	68.48%
Transfer to School Fund	20,157,121	20,370,603	1.06 %	28,518,843	48,889,446	41.67%
Transfer to School Capital Projects Fund	-	1,025,630	100.00 %	-	1,025,630	100.00%
Nondepartmental	3,605,463	6,326,491	75.47 %	5,578,285	11,904,776	53.14%
Total	\$ 87,647,371	96,363,182	9.94 %	\$ 114,293,506	\$ 210,656,688	45.74%

**CITY OF ROANOKE, VIRGINIA
WATER FUND
COMPARATIVE INCOME STATEMENT
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Commercial Sales	\$ 2,011,866	\$ 1,752,826
Domestic Sales	1,434,619	1,259,981
Industrial Sales	299,156	238,764
Town of Vinton	7,281	7,714
City of Salem	9,104	14,629
County of Botetourt	104,010	91,834
County of Bedford	10,031	2,853
Customer Services	209,802	165,409
Charges for Services	<u>408,138</u>	<u>450,359</u>
Total Operating Revenues	<u>4,494,007</u>	<u>3,984,369</u>
Operating Expenses		
Personal Services	1,813,040	1,756,555
Operating Expenses	1,107,737	1,229,210
Purchased Water - Roanoke County	-	875,212
Purchased Water - City of Salem	-	300,575
Depreciation	<u>655,103</u>	<u>697,305</u>
Total Operating Expenses	<u>3,575,880</u>	<u>4,858,857</u>
Operating Revenues (Loss)	<u>918,127</u>	<u>(874,488)</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	26,471	45,642
Rent	68,685	47,330
Main Extension Agreements	104,490	-
Miscellaneous Revenue	25,609	19,053
Transfer to Department of Technology Fund	(191,000)	(41,146)
Interest and Fiscal Charges	<u>(470,348)</u>	<u>(399,146)</u>
Net Nonoperating Expenses	<u>(436,093)</u>	<u>(328,267)</u>
Net Income (Loss)	<u><u>\$ 482,034</u></u>	<u><u>\$ (1,202,755)</u></u>

Note: Prior year financial statements have been restated to conform to current year presentation.

**CITY OF ROANOKE, VIRGINIA
WATER POLLUTION CONTROL FUND
COMPARATIVE INCOME STATEMENT
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Sewage Charges - City	\$ 2,718,572	\$ 2,282,185
Sewage Charges - Roanoke County	540,439	326,502
Sewage Charges - Vinton	107,677	73,544
Sewage Charges - Salem	480,196	227,932
Sewage Charges - Botetourt County	76,909	59,839
Customer Services	146,575	140,357
Interfund Services	<u>48,988</u>	<u>71,057</u>
Total Operating Revenues	<u>4,119,356</u>	<u>3,181,416</u>
Operating Expenses		
Personal Services	962,048	861,097
Operating Expenses	1,909,441	1,643,626
Depreciation	<u>782,457</u>	<u>785,598</u>
Total Operating Expenses	<u>3,653,946</u>	<u>3,290,321</u>
Operating Revenues (Loss)	<u>465,410</u>	<u>(108,905)</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	38,865	66,929
Miscellaneous Revenue	33	320
Capital Contributions - Other Jurisdictions	8,765	14,205
Transfer to Department of Technology Fund	(190,000)	(27,248)
Interest and Fiscal Charges	<u>(303,320)</u>	<u>(309,954)</u>
Net Nonoperating Expenses	<u>(445,657)</u>	<u>(255,748)</u>
Net Income (Loss)	<u><u>\$ 19,753</u></u>	<u><u>\$ (364,653)</u></u>

**CITY OF ROANOKE, VIRGINIA
CIVIC FACILITIES FUND
COMPARATIVE INCOME STATEMENT
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Rentals	\$ 46,035	\$ 45,686
Event Expenses	12,108	22,012
Display Advertising	2,500	-
Admissions Tax	17,287	62,351
Electrical Fees	2,280	4,020
Novelty Fees	3,497	17,433
Facility Surcharge	13,205	31,693
Charge Card Fees	8,251	445
Commissions	1,871	35,160
Catering/Concessions	56,458	134,128
Other	<u>1,385</u>	<u>(164)</u>
Total Operating Revenues	<u>164,877</u>	<u>352,764</u>
Operating Expenses		
Personal Services	757,160	710,613
Operating Expenses	568,179	798,933
Depreciation	<u>221,958</u>	<u>273,765</u>
Total Operating Expenses	<u>1,547,297</u>	<u>1,783,311</u>
Operating Loss	<u>(1,382,420)</u>	<u>(1,430,547)</u>
Nonoperating Revenues		
Interest on Investments	7,904	14,547
Flood Damage Reimbursements	23,453	-
Virginia Municipal League	11,865	-
Transfer from Capital Projects Fund	260,000	-
Transfer from General Fund	35,000	200,000
Transfer from General Fund - Victory Stadium	11,450	-
Transfer to Debt Service Fund	(43,784)	(50,546)
Transfer to Department of Technology Fund	-	(47,754)
Miscellaneous	<u>12,717</u>	<u>(39)</u>
Total Nonoperating Revenues	<u>318,605</u>	<u>116,208</u>
Net Loss	<u><u>\$ (1,063,815)</u></u>	<u><u>\$ (1,314,339)</u></u>

**CITY OF ROANOKE, VIRGINIA
PARKING FUND
COMPARATIVE INCOME STATEMENT
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Century Station Parking Garage	\$ 166,180	\$ 157,477
Williamson Road Parking Garage	206,801	178,642
Market Square Parking Garage	85,388	94,993
Church Avenue Parking Garage	216,078	180,145
Tower Parking Garage	169,348	161,128
Gainsboro Parking Garage	28,756	14,267
Williamson Road Surface Lots	31,169	31,573
Norfolk Avenue Surface Lot	21,964	23,149
Gainsboro Surface Lot	16,033	15,171
Other Surface Lots	52,293	1,388
	<u>994,010</u>	<u>857,933</u>
Total Operating Revenues		
Operating Expenses		
Operating Expenses	351,426	328,918
Depreciation	231,816	232,009
	<u>583,242</u>	<u>560,927</u>
Total Operating Expenses		
Operating Income	<u>410,768</u>	<u>297,006</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	7,953	4,790
Transfer from General Fund (see Note)	2,845,800	115,000
Transfer from Department of Technology Fund	78,000	-
Interest and Fiscal Charges	(160,713)	(244,921)
Miscellaneous	-	9,855
	<u>2,771,040</u>	<u>(115,276)</u>
Net Nonoperating Revenues (Expenses)		
Net Income	<u><u>\$ 3,181,808</u></u>	<u><u>\$ 181,730</u></u>

Note: The Transfer from General Fund for FY 2004 was to redeem the Century Station Garage lease.

**CITY OF ROANOKE, VIRGINIA
CITY TREASURER'S OFFICE
GENERAL STATEMENT OF ACCOUNTABILITY
FOR THE MONTH ENDED NOVEMBER 30, 2003**

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR THE FUNDS OF SAID CITY FOR THE MONTH ENDED NOVEMBER 30, 2003.

FUND	BALANCE AT OCT 31, 2003	RECEIPTS	DISBURSEMENTS	BALANCE AT NOV 30, 2003	BALANCE AT NOV 30, 2002
GENERAL	\$1,257,874.30	\$8,052,241.31	\$18,140,642.39	(\$8,830,526.78)	(\$5,398,759.07)
WATER	3,721,626.15	581,037.70	217,587.24	4,085,076.61	5,520,097.86
WATER POLLUTION CONTROL	10,072,541.60	1,666,360.46	1,898,553.11	9,840,348.95	8,893,258.56
CIVIC FACILITIES	975,171.89	222,133.97	349,659.08	847,646.78	2,314,230.64
PARKING	(2,531,567.84)	3,103,651.87	14,600.34	557,483.69	274,872.97
CAPITAL PROJECTS	51,419,019.76	55,594.84	879,786.70	50,594,827.90	58,454,951.63
MARKET BUILDING OPERATIONS	277,749.51	13,286.28	94,299.77	196,736.02	0.00
CONFERENCE CENTER	4,022,420.00	1,691.01	4,408.95	4,019,702.06	4,503,284.54
DEBT SERVICE	14,452,526.22	9,866.03	954.97	14,461,437.28	14,411,202.05
DEPT OF TECHNOLOGY	3,728,563.88	1,027,183.30	311,500.08	4,444,247.10	5,627,795.30
FLEET MANAGEMENT	883,264.71	102,106.01	367,928.98	617,441.74	1,536,292.27
PAYROLL	(12,503,219.76)	15,402,246.70	17,575,535.54	(14,676,508.60)	(13,937,487.34)
RISK MANAGEMENT	11,664,738.30	946,283.28	700,207.67	11,910,813.91	11,792,208.50
PENSION	1,000,303.39	1,558,618.87	1,529,136.52	1,029,785.74	897,789.41
SCHOOL FUND	12,834,073.70	2,808,597.10	5,965,050.80	9,677,620.00	8,520,144.23
SCHOOL CAPITAL PROJECTS	7,048,380.52	3,299,752.34	1,050,525.74	9,297,607.12	8,882,558.79
SCHOOL FOOD SERVICE	408,981.11	277,131.18	498,370.98	187,741.31	119,781.57
FDETC	97,387.10	0.00	4,162.00	93,225.10	139,821.62
GRANT	1,952,009.12	391,518.91	373,765.87	1,969,762.16	1,394,376.06
TOTAL	\$110,781,843.66	\$39,519,301.16	\$49,976,676.73	\$100,324,468.09	\$113,946,419.59

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDED NOVEMBER 30, 2003.
THAT SAID FOREGOING:

CASH

CASH IN HAND	\$5,637.69
CASH IN BANK	975,310.82

INVESTMENTS ACQUIRED FROM COMPETITIVE PROPOSALS:

COMMERCIAL HIGH PERFORMANCE MONEY MARKET	4,750,000.00
LOCAL GOVERNMENT INVESTMENT POOL	21,432,882.25
MONEY MANAGEMENT ACCOUNT	10,444,354.34
REPURCHASE AGREEMENTS	5,000,000.00
U. S. AGENCIES	21,024,375.00
VIRGINIA AIM PROGRAM (U. S. SECURITIES)	36,691,907.99

TOTAL	\$100,324,468.09
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DATE: DECEMBER 15, 2003


DAVID C. ANDERSON, TREASURER

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF CHANGES IN PLAN NET ASSETS
FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
<u>Additions:</u>		
Employer Contributions	\$ 1,917,038	\$ 1,683,411
Investment Income		
Net Appreciation (Depreciation) in Fair Value of Investments	17,690,330	(9,436,426)
Interest and Dividend Income	707,110	730,969
Total Investment Income (Loss)	18,397,440	(8,705,457)
Less Investment Expense	48,691	91,427
Net Investment Income (Loss)	18,348,749	(8,796,884)
Total Additions (Deductions)	<u>\$ 20,265,787</u>	<u>\$ (7,113,473)</u>
 <u>Deductions</u>		
Benefits Paid to Participants	\$ 7,417,412	\$ 6,815,751
Administrative Expenses	12,349	36,505
Total Deductions	<u>7,429,761</u>	<u>6,852,256</u>
 Net Increase (Decrease)	 12,836,026	 (13,965,729)
 Net Assets Held in Trust for Pension Benefits:		
 Fund Balance July 1	 283,983,057	 289,534,315
Fund Balance November 30	<u><u>\$296,819,083</u></u>	<u><u>\$275,568,586</u></u>

**CITY OF ROANOKE PENSION PLAN
BALANCE SHEET
NOVEMBER 30, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
<u>Assets</u>		
Cash	\$ 1,029,786	\$ 891,829
Investments, at Fair Value	297,284,462	276,051,160
Due from Other Funds	1,431	1,590
Other Assets	<u>6,150</u>	<u>5,785</u>
Total Assets	<u>\$ 298,321,829</u>	<u>\$ 276,950,364</u>
 <u>Liabilities and Fund Balance</u>		
Liabilities:		
Due to Other Funds	\$ 1,502,694	\$ 1,373,350
Accounts Payable	<u>52</u>	<u>8,428</u>
Total Liabilities	<u>1,502,746</u>	<u>1,381,778</u>
Fund Balance:		
Fund Balance, July 1	283,983,057	289,534,315
Net Gain (Loss) - Year to Date	<u>12,836,026</u>	<u>(13,965,729)</u>
Total Fund Balance	<u>296,819,083</u>	<u>275,568,586</u>
Total Liabilities and Fund Balance	<u>\$ 298,321,829</u>	<u>\$ 276,950,364</u>



CITY OF ROANOKE

DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461

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JESSE A. HALL

Director of Finance

email: jesse_hall@ci.roanoke.va.us

ANN H. SHAWVER

Deputy Director

email: ann_shawver@ci.roanoke.va.us

January 5, 2004

The Honorable Ralph K. Smith, Mayor
 The Honorable C. Nelson Harris, Vice-Mayor
 The Honorable William D. Bestpitch, Council Member
 The Honorable M. Rupert Cutler, Council Member
 The Honorable Alfred T. Dowe, Jr., Council Member
 The Honorable Beverly T. Fitzpatrick, Jr., Council Member
 The Honorable Linda F. Wyatt, Council Member

Subject: Transfer of General Fund Balance Reserve for Self-Insured Liabilities

Dear Mayor Smith and Members of City Council:

Section 2-188.1 Reserve for self-insured liabilities, Code of the City of Roanoke (1979), as amended, stipulates that, at the conclusion of each fiscal year, two hundred fifty thousand dollars (\$250,000) to the extent available from any undesignated General Fund balance at the end of such fiscal year, shall be reserved for self-insured liabilities of the City. The maximum balance of the reserve is three percent of total General Fund appropriations for the concluded fiscal year. As such, at June 30, 2003, \$250,000 was reserved in the General Fund for self-insured liabilities.

The attached budget ordinance appropriates the \$250,000 reserved in the General Fund for self-insured liabilities to be transferred to the Risk Management Fund where the remaining self-insured reserve exists. The budget ordinance also establishes a revenue estimate in the Risk Management Fund for this transfer, increasing the Reserve for Self-Insured Liabilities.

We recommend your approval of this budget ordinance.

Sincerely,

Jesse A. Hall

Director of Finance

JAH/PRW/cg

c: Darlene L. Burcham, City Manager
 William M. Hackworth, City Attorney
 Mary F. Parker, City Clerk
 Kenneth S. Cronin, Director of Human Resources
 Glenn A. Asher, Risk Manager

AHS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding for self insured claims, amending and reordaining certain sections of the 2003-2004 General and Risk Management Funds Appropriations and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2003-2004 General and Risk Management Funds Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

General Fund

Appropriations

Transfer to Risk Management Fund	001-250-9310-9529	\$ 250,000
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Fund Balance

Reserved for Self-Insured Claims	001-3327	(250,000)
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Risk Management Fund

Revenue

Transfer from General Fund	019-110-1234-1037	250,000
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Retained Earnings

Reserve for Self-Insured Claims	019-3327	250,000
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Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

WAYS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION extending an invitation to the Virginia Municipal League, expressing the desire of this Council that the City of Roanoke be the site for the Annual Meeting of the Virginia Municipal League in 2009.

WHEREAS, the City of Roanoke offers a unique blend of shopping, entertainment, cultural attractions, and a sense of place born of authentic history;

WHEREAS, the City of Roanoke has completed much downtown revitalization, including among other things, a cultural center for all of western Virginia known as Center in the Square, a renovated Market area, an Intermodal Transportation Center; the Roanoke Higher Education Center is in operation, the O. Winston Link Museum will soon be open, and the O. Winston Link Railwalk, which connects the City Market area to the Virginia Museum of Transportation is now complete, along with new shops and parking facilities;

WHEREAS, restoration of the 330-room Hotel Roanoke and construction of an adjoining 90,000-square foot Conference Center have been completed;

WHEREAS, the Roanoke Neighborhood Advocates is a model for promoting citizen involvement to implement neighborhood improvement projects and revitalization;

WHEREAS, the City hosted the highly successful 2003 Annual Meeting of the Virginia Municipal League (VML);

WHEREAS, this City is desirous of serving as the host of the Annual Meeting of the VML in 2009;

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. This Council hereby officially expresses its desire to host the Annual Meeting of VML in 2009.

2. The City Manager is authorized to execute any forms required by VML to be completed by a locality desiring to be considered as a conference site.

ATTEST:

City Clerk.